

## **Compensation**

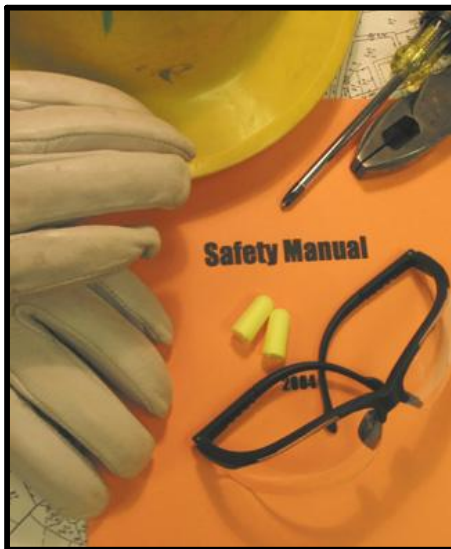
Gloucester County provides paid disability leave to employees who are injured on-the-job. The amount of this compensation is determined by the employee labor contracts.

While an employee is collecting Worker's Compensation, the following benefits will continue:

- (1) All health benefits.
- (2) Pension payments will continue and the employee contribution will be deducted from his/her wages.
- (3) Employee non-contributory life insurance and contributory life insurance - contributions will be deducted from his/her wages.

Any salary or wages paid to an employee while on such leave will be reduced by the amount of any Worker's Compensation award for the same injury or illness. (N.J.S.A. 34:15-1 et seq.)

Additional questions regarding disability should be directed to your department's payroll clerk.



**If you have questions  
regarding Worker's  
Compensation, please  
contact  
the Safety Staff.**

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## **Gloucester County Division of Safety and Risk Management**

*"What happens if I get  
injured on the job?"*

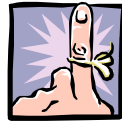


**Employee Hand Guide**

## **Workers' Compensation**

All employees, by State law, are provided with Worker's Compensation Disability Insurance (N.J.S.A. 34:15-1 et seq). The Worker's Compensation law seeks to ensure employees who are injured on-the-job receive proper care and benefits, while at the same time protecting employers from minor or subjective complaints. The County provides for the cost of this coverage for it's employees.

### **What To Do If I Am Injured?**



Report it to your supervisor immediately.

If your supervisor is not available and it is an emergency, immediate care should be sought. Your supervisor should be contacted as soon as possible thereafter.

### **Medical Treatment**

If medical care is requested, treatment will be provided by a County Authorized Physician as permitted by NJ statute 34:15-12.

If you choose to treat with a physician who is not on the authorized list, the County may not be liable for the medical bills incurred, or the time missed from work.

#### **What if I want to be treated by another physician?**

You can ask for approval to see another doctor in the practice at the same facility.

You may not seek treatment from another physician unless directed by the workers compensation insurance company.

If you have any questions or additional concerns, please contact the Safety Office and/or your claims adjuster.

## **Hospital/Emergency Room**

If you are seriously injured and a County Authorized Physician is not available, emergency room visits are permitted.

If you need to miss time from work or need further treatment, you must go to a County authorized physician as soon as possible. If your injury is on a weekend, you must report it on Monday.

### **What If I Miss Time From Work?**

You will be charged sick time until your claim is approved.

You are expected to return to work when authorized by a County physician.

The County participates in a temporary "Light Duty" work program (for work related injuries) whereby employees are expected to resume work when authorized by the County Authorized Physician. Should restrictions of work duties be imposed, the County will follow the necessary procedures as mandated by New Jersey Workers Compensation Laws. The County does not maintain **permanent** Light Duty assignments or accommodations. (HR 5.7 Light Duty - Exhibit P Form )

### **Forms**

All claim forms will be completed out by you and your supervisor and signed by your department head. (HR 8.2 Exhibit Z form)

Bills should be mailed or sent to your department. The County is not liable for medical bills accrued by an injured employee if treatment is not authorized.

Claim numbers are provided by the insurance company after the claim has been received and processed.



## **Who Will Contact Me About An Injury?**



Your department, the Safety Staff and the insurance company, as well as, authorized physicians may contact you at work or at home regarding your injury. It is important for you to respond promptly. Failure to do so may adversely affect the processing of your claim.

### **What Else Do I Need To Know About An Injury-On-The-Job?**

The Employee is to provide advanced notice of any doctor's appointment to your Department Head. The County reserves the right to verify the scheduled appointment.

Every visit to the doctor requires documentation via a note. This note must be shared with your Department and the Safety Office.

You are expected to keep your department informed of your progress, as well as details of any and all work restrictions

You are expected to participate in your rehabilitation by keeping scheduled authorized doctor's, physical therapist's appointments and any other diagnostic tests and/or therapeutic measures.

### **How Can I Prevent Future Injuries?**

All claims are followed up by the department, the Safety Staff, and the insurance company.

Recommendations are developed and implemented to prevent additional injuries.

The County welcomes your suggestions for preventing injuries.